**UNITED STATES DEPARTMENT OF STATE**
**Regional Procurement Support Office (RPSO)**
Giessener Strasse 30
60435 Frankfurt am Main
Germany

# COMBINED SYNOPSIS/SOLICITATION 19GE5026Q0075

The U.S. Government seeks to establish a single hybrid Firm-Fixed-Price (FFP) / Labor-Hour (LH) / Cost-Reimbursement (CR) Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract for Language Assistance Services for the U.S. Embassy in Jerusalem.

Offerors must demonstrate the capability to provide managerial, administrative, technical, creative, and production personnel, as well as vendor and subcontractor management, necessary to provide comprehensive language services to support INL and Embassy Jerusalem's Office of the Security Coordinator (OSC) in their mission to enhance the skills and capabilities of the Palestinian Authority (PA) security sector and to promote security coordination between Israel and the PA as detailed in this solicitation and the attached Statement of Work (SOW).

Notice: One or more of the items under this acquisition is subject to the World Trade Organization Government Procurement Agreement and Free Trade Agreements.

Purchase Restriction: Unless offers for U.S.-made or designated country end products/services are either not received or are insufficient to fulfill the requirements, only U.S.-made end products/services or designated country end products/services will be considered (FAR 25.403(a)). See FAR 52.225-5 for definition of a "designated country".

## Type of Contract:

The Government intends to award a hybrid Firm-Fixed-Price (FFP) / Labor-Hour (LH) / Cost-Reimbursement (CR) Indefinite-Delivery/Indefinite-Quantity (IDIQ) contract as a result of this solicitation. The FFP CLINs cover fixed-scope

deliverables, equipment, and infrastructure requirements. The Labor-Hour CLINs cover interpretation, translation, and support staff services billed at fully burdened fixed hourly rates. No materials will be separately reimbursed under the Labor-Hour CLINs; all materials, equipment, and supplies are included in the FFP CLINs.

Cost-Reimbursement (CR) CLINs cover travel costs (international and local) reimbursed at actual, allowable, allocable, and reasonable costs incurred, subject to a Not-to-Exceed (NTE) ceiling and prior written authorization.

All Task Orders issued under this agreement will define the specific scope of work, performance period, deliverables, service levels, and pricing applicable. Funding will be obligated only by the Task Order when specific requirements arise and funds are available.

## I. General

This is a combined synopsis/solicitation for commercial services prepared in accordance with FAR Part 12 and issued as a Request for Quotation (RFQ). This announcement constitutes the only solicitation. Offers are being requested and a separate written solicitation will not be issued.

This acquisition is conducted pursuant to the Revolutionary FAR Overhaul (RFO). The RFO applies to this acquisition unless otherwise determined by the Contracting Officer in writing.

Solicitation number 19GE5026Q0075 is issued as a Request for Quotation (RFQ).

This acquisition is not set-aside for small business concerns. This solicitation incorporates provisions and clauses by reference. The full text of provisions and clauses may be accessed electronically at www.acquisition.gov.

The applicable North American Industry Classification System (NAICS) code is 541930 - Translation and Interpretation Services and PSC is R608 Support - Administrative: Translation and Interpreting.

## II. Itemized Line Items

Itemized Line-Item pricing is listed on Attachment 1 to include individual sub-line items, which is to be completed by the offeror and incorporated as contract pricing after award. Pricing listed in Attachment 1 is to be for three (3) individual periods.

## III. Description of Requirements

Refer to *Attachment 2 - Schedule and Clauses* for the full description of the Government's requirements. This attachment outlines the Statement of Work (SOW), the applicable clauses, performance obligations, and conditions that will govern the resulting contract. Offerors are responsible for reviewing the requirements in their entirety and must demonstrate, within their offer, a clear and feasible approach to meeting all stated performance, delivery, and compliance obligations. Failure to address any portion of the requirements may render the quotation incomplete.

**Defense Base Act (DBA) Insurance**

Israel is included on the U.S. Department of Labor's Defense Base Act waiver list. DBA insurance is required only for employees performing work on this contract who are:

1. Citizens or residents of the United States of America, OR
2. Hired in the United States of America

Contractors must obtain and maintain Defense Base Act insurance coverage for any such employees throughout the IDIQ Ordering Period(s). Evidence of DBA insurance coverage must be provided to the Contracting Officer prior to the commencement of work by any covered employee. The clause at FAR 52.228-4, Workers' Compensation and War-Hazard Insurance Overseas, remains fully applicable to this acquisition. Contractors must comply with all requirements therein and maintain appropriate insurance coverage for all employees as specified above.

Proof of DBA coverage shall be submitted within 15 days after award. Insurance must be obtained from a DOL-authorized broker. A list of DOL approved carriers may be found at http://www.dol.gov/owcp/dlhwc/lscarrier.htm. DBA premiums will be evaluated and reimbursed at actual cost, not to exceed the amount proposed for DBA, upon submission of acceptable proof of payment.

**DBA Pricing and Reimbursement:** DBA insurance premiums will be reimbursed under the Cost-Reimbursement DBA CLINs (CLINs 0005, 1005, and 2005) at actual, allowable, allocable, and reasonable cost, not to exceed the amount proposed by the offeror for each contract period. Reimbursement requires submission of acceptable proof of payment (e.g., carrier invoice and proof of

premium payment). The Contractor shall not exceed the proposed NTE ceiling for DBA without prior written approval from the Contracting Officer.

**Offerors not subject to DBA** (e.g., offerors that will not employ U.S. citizens, U.S. residents, or individuals hired in the United States) shall enter "$0.00" for CLINs 0005, 1005, and 2005 and shall provide a brief explanation in Volume I stating the basis for non-applicability.

**For evaluation purposes**, the Government will evaluate DBA CLINs at each offeror's proposed NTE amount. Offerors proposing $0.00 for DBA must demonstrate in their technical quotation that their staffing plan does not include any DBA-covered employees. If the Government determines during evaluation that an offeror's staffing plan includes DBA-covered employees, but the offeror has proposed $0.00 for DBA, the Government may find the quotation technically unacceptable or request clarification.

**Value Added Tax (VAT):**

INL maintains an agreement with the Palestinian Authority exempting INL from PA VAT. After award, the Government will provide the Contractor with a VAT exemption letter for use with the PA Ministry of Finance.

Offerors shall indicate in CLINs 0006, 1006, and 2006 any anticipated VAT liability that cannot be avoided through available exemptions. If the offeror anticipates no VAT liability (e.g., due to full exemption under the PA agreement and/or Israeli tax treatment), the offeror shall enter "$0.00" and provide a brief explanation in Volume I.

If VAT is charged by either the PA or the Government of Israel during contract performance, VAT must be identified as a separate line item on all invoices. Any VAT refunds received by the Contractor for amounts reimbursed by the U.S. Government shall be returned to the Government.

The Government will evaluate VAT CLINs at each offeror's proposed amount for purposes of total evaluated price.

## IV. Date and Place of Performance

**Period of Performance:** The IDIQ will have a 12-month base period, and two one-year option years. Notwithstanding the ordering period, the Government anticipates that requirements under Task Order will primarily occur between September 2026 and September 2027.

**Place of Performance:** Performance will occur primarily in Jerusalem, Ramallah, Jericho, the PA Central Training Institute (CTI), the Jordan International Police Training Center (JIPTC), the King Abdullah Special Operations Training Center, and other sites as requested in the West Bank, Israel (including Jerusalem), and Jordan. Although not required at this time, INL and OSC may require services in other locations in the region.

## V. Solicitation Provisions

The following provisions are incorporated by reference:

FAR 52.212-1 Instructions to Offerors-Commercial Products and Commercial Services (Sep 2023) (RFO DEVIATION January 30, 2026)
FAR 52.225-17 Evaluation of Foreign Currency Offers (Feb 2000)
FAR 52.252-5 Authorized Deviations in Provisions (Nov 2020)

The following provisions are provided in full text:

**DOSAR 652.206-70 Advocate for Competition/Ombudsman (Feb 2015)**
(a) The Department of State's Advocate for Competition is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged first to contact the contracting officer for the solicitation. If concerns remain unresolved, contact:
(1) For solicitations issued by the Office of Global Acquisition (GA) or a Regional Procurement Support Office (RPSO), the GA Advocate for Competition, at AQMCompetitionAdvocate@state.gov.
(2) For all others, the Department of State Advocate for Competition at cat@state.gov.
(b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or

the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Trena N. Mills, at (202) 704 2045. For an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1680, by fax at (703) 875-6155, or write to: Department of State, Acquisition Ombudsman, Office of the Procurement Executive (A/OPE), Suite 603, SA-6, Washington, DC 20522-0602.

(End of provision)

## VI. Quotation Submission Instructions

**Addendum to FAR 52.212-1 Instruction to Offerors - Commercial Products and Commercial Services (Sep 2023) (RFO Deviation Date January 30, 2026)**

Pursuant to FAR 12.205(a)(1), the provision at FAR 52.212-1, Instruction to Offerors - Commercial Products and Commercial Services (Jan 2026) is augmented as follows:

- **Period for Acceptance of Quotations**: The period for acceptance of quotations, as stated in FAR 52.212-1 (Nov 2025) (RFO DEVIATION January 30, 2026), is extended from 60 calendar days to 90 calendar days.
- **Preparation and Submission of Quotations**: Each quotation shall consist of the following separate volumes:

VOLUME I – PRICE QUOTATION AND PHASE 1 PACKAGE

Offerors shall submit a complete Price Quotation and Phase1 package as Volume I. Volume I shall be submitted as a separate volume from Volume II and shall not include any technical, management, or staffing information.

Offeror is to input their CLIN and sub-CLIN pricing rates into the attached pricing schedule, Attachment 1.

**CLINs Designated "If Applicable":**

CLINs 0005/1005/2005 (DBA Insurance) and CLINs 0006/1006/2006 (VAT) are designated "if applicable." Offerors shall complete these CLINs as follows:

- **If the CLIN applies to the offeror:** Enter the proposed price for each applicable period.
- **If the CLIN does not apply to the offeror:** Enter "$0.00" for each period and provide a brief statement in Volume I explaining the basis for non-applicability (e.g., "Offeror will not employ any DBA-covered employees"

or "Offeror's operations are fully exempt from VAT under the PA exemption agreement").

Entering "$0.00" for "if applicable" CLINs with an adequate explanation will **not** render the quotation incomplete during the Phase 1 Compliance Review. However, failure to address these CLINs entirely (i.e., leaving them blank with no explanation) may result in the quotation being determined incomplete.

The Government reserves the right to verify the accuracy of any non-applicability claim during the evaluation. If the Government determines that an offeror's staffing plan or operational approach requires DBA coverage or will incur VAT, but the offeror has entered "$0.00" without adequate justification, the Government may seek clarification or may determine the quotation to be technically unacceptable.

Requirements:

1. **Price Schedule**

Present the Offeror's price proposal completing Attachment 1, providing a price proposal for Base and Option years. **This volume may contain price figures only**; no technical, management, or staffing narrative shall be included beyond what is strictly necessary to explain the pricing and billing structure. All technical approach and Plan of Action information shall be provided exclusively in Volume II – Technical Quotation.

For the FFP CLINs, the total price shall include all labor, equipment, materials, overhead, profit, insurance, and all other expenses necessary to deliver the required services. No additional sums will be payable on account of any escalations in the cost of materials, equipment, or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by this agreement. Nor will the price be adjusted on account of fluctuations in currency exchange rates.

For LH CLINs, the total hourly price shall be for the fully burdened labor rate, and should include direct labor hourly rate, fringe benefits, indirect costs, and profit. Fully burdened labor rates are to be fixed per performance year, and the price will not be adjusted on account of fluctuations in currency exchange rates.

**Cost-Reimbursement Travel CLINs:**

For the CR Travel CLINs, quoters shall acknowledge the NTE travel ceiling of $22,000.00 per contract year ($66,000.00 cumulative). Quoters are **not** required to propose travel costs, as travel will be reimbursed at actual cost subject to the NTE ceiling and applicable travel regulations. The Government will evaluate the CR Travel CLINs at the stated NTE ceiling amount ($22,000.00 per year) for purposes of total evaluated price.**

**Total Evaluated Price = Total FFP Price (all CLINs, all periods) + Total LH Price (all periods, based on estimated quantities × proposed fully burdened hourly rates) + Total CR Travel Ceiling ($66,000.00) + Total DBA (all periods, at offeror's proposed amount) + Total VAT (all periods, at offeror's proposed amount).**

**Notes:**

- CR Travel CLINs (0004, 1004, 2004) will be evaluated at the Government's stated NTE ceiling amount ($22,000.00 per contract year; $66,000.00 total). Since all quoters will be evaluated at the same travel ceiling amount, the CR Travel CLINs will not be a discriminator among quotations.
- DBA CLINs (0005, 1005, 2005) will be evaluated at each offeror's proposed amount. Offerors not subject to DBA requirements shall enter "$0.00."
- VAT CLINs (0006, 1006, 2006) will be evaluated at each offeror's proposed amount. Offerors claiming full VAT exemption shall enter "$0.00" and provide the basis for exemption in Volume I.
- Price evaluation will focus primarily on the FFP and LH CLIN pricing proposed by each quoter, as these represent the primary cost discriminators among quotations.

Offers submitted without complete pricing for all periods of performance may be considered incomplete and may be rejected.

## 2. Representations & Certifications

Offerors shall complete all applicable representations and certifications contained in *Attachment 3 - Representations & Certifications*. Any missing or incomplete representations or certifications may render the quotation incomplete.

### 3. System for Award Management (SAM) Registration

Offerors must include a proof of active registration on System for Award Management (SAM) with their quotation. SAM registration is required at time of award.

### 4. Tax Documentation for Foreign Offerors (IRS Form W-14)

Non-U.S. offerors that claim an exemption from, or a reduced rate of, U.S. withholding tax under an applicable income tax treaty shall submit a completed IRS Form W-14, Certificate of Foreign Contracting Party Receiving Federal Procurement Payments, provided as Attachment 4 - IRS Form W-14.

Pursuant to FAR 52.229-11, Tax on Certain Foreign Procurements—Notice and Representation, the United States Government is required to collect tax-related information prior to contract award. Offerors shall ensure that IRS Form W-14 is accurate and complete prior to submission. Instructions for completing the form are provided in Attachment 5 - Instructions to Complete IRS Form W-14.

Failure to submit IRS Form W-14 when applicable will result in tax withholding at the full statutory rate.

## VOLUME II – TECHNICAL QUOTATION

The Technical Quotation shall demonstrate the offeror's capability to meet the requirements of the solicitation and the performance standards described in the SOW. No pricing information shall appear in this volume.

### 1. Technical Offer:

### 1.1 Organizational Capability

The Offeror shall provide a detailed narrative describing its organizational capability to perform the required services under a single prime-contractor structure. At a minimum, the narrative shall include:

- Offeror's legal name, business address, and type of business entity;
- A description of the Offeror's core business activities relevant to language assistance services;
- A comprehensive description of the Offeror's experience acting as the prime contractor for large-scale language assistance project.
- The Offeror shall describe its existing operational capability in the country, including:
    - In-country personnel or registered business presence;

- Experience with local permitting, in-country operational presence; Experience operating in conflict or post-conflict environments, including coordination with U.S. Embassy or host-country security entities.

**1.2 Key Personnel and Staffing**

1.2.1 Key Personnel: Identify the Key Personnel proposed for this IDIQ, as defined in the SOW. For each proposed Personnel working on the contract, provide:

- Name and proposed role;
- Resume demonstrating relevant experience, qualifications, and language proficiency as required by SOW. Resumes must clearly demonstrate that proposed individuals meet or exceed the minimum qualifications specified in the SOW;
- Experience managing multiple similar events.

1.2.2 Staffing Plan: Describe the overall staffing plan, including:

- The number and types of personnel proposed to support program and reporting;
- Supervision methods and how coverage will be maintained during peak event periods;
- Organizational chart depicting roles and reporting relationships of Key Personnel;
- Any dedicated safety, risk management, or compliance personnel assigned to support

**1.3 Technical Approach and Management Plan**

The Offeror shall provide a narrative of its approach to performing the services described in the SOW. The Technical Approach and Management Plan shall be sufficiently specific to demonstrate a clear understanding of the SOW requirements and the unique challenges of executing this contract in the listed locations.

- **A – Organizational Structure:** The clarity and soundness of the proposed organizational structure, including lines of authority between the U.S.-Based Program Manager, the In-Country Project Manager (ICPM), and in-country staff.
- **B – Staffing and Recruitment Plan:** The offeror's approach to recruiting, vetting, deploying, and retaining qualified interpreters, translators, and support staff, including timelines for filling vacancies and procedures for key personnel replacement.

- **C – In-Country Office Establishment:** The offeror's plan for establishing and operating the Jericho office, including office space selection, security measures, housing for U.S. and TCN staff, communications infrastructure, and power supply continuity.
- **D – Contingency and Emergency Response Planning:** The offeror's approach to developing, maintaining, and implementing a Contingency/Emergency Response Plan for staff safety and evacuation, including coordination with the U.S. Embassy's Regional Security Officer (RSO).
- **E – Reporting and Deliverables Management:** The offeror's plan for meeting all reporting requirements (bi-weekly, monthly, quarterly) and managing deliverables in accordance with the contract schedule.
- **F – Property Management and Living Conditions:** The offeror's approach to implementing and maintaining an inventory management system for all Government-furnished and contractor-procured equipment and supplies, and to provide what required in the SOW under the paragraph "Living Conditions in the West Bank" in the SOW, which includes and is not limited to: vehicles, insurances, medical assistance, telecommunication equipment and all the other listed requirements.

- **G – Labor-Hour Cost Control:** The offeror's internal controls for tracking and reporting Labor-Hour services, managing Not-to-Exceed (NTE) ceiling thresholds, and ensuring accurate, fully documented invoicing.
- **H- Quality Control and Concurrent Event Execution:** Describe your internal quality control processes and how you will ensure:
  - Timely and accurate deliverables;
  - Effective management of across simultaneous activities;
  - Compliance with host-country legal, permitting, and safety requirements.

### 1.4 Certification and Data on Contractor's Recruitment of Third Country Nationals (TCNs)

In addition to the representations and certifications submitted in Attachment 3, offerors shall submit supplemental documentation related to the recruitment and housing of Third Country Nationals (TCNs), as applicable.

1. If the Offeror has certified in the Representations & Certifications that it will recruit TCNs for performance under the resulting contract and has certified that it will provide accommodation for the listed TCNs, provide a (1) Recruitment Plan, (2) a Housing Plan and (3) the statements required by DOSAM 652.222-800.

2. If the offeror has certified in Representations & Certifications that it will recruit TCNs for performance under the resulting contract and has certified that it will not provide accommodation for the listed TCNs, provide a (1) Recruitment Plan and (2) the statements required by DOSAM 652.222-800.

In all cases, the submitted documentation shall demonstrate compliance with solicitation requirements and applicable regulations governing the recruitment and employment of TCNs.

*Failure to furnish and deliver all requested information in accordance with these instructions or who reject the terms and conditions of the solicitation, may result in exclusion from further consideration pursuant to FAR 52.212-1(a).*

**2. Past Performance**

The Offeror shall demonstrate successful performance of a minimum of three (3) comparable projects performed within the past five (5) years that are similar in scope, scale, complexity, and public visibility to this requirement. Examples shall include Language assistance service contract;

For each reference, provide:

- Project title and description of services
- Customer name and type (government, commercial, non-profit)
- Contract/project value (approximate)
- Period of performance
- Location
- Point of contact name, title, email, and phone number
- Relevance to this requirement (brief description)

If you are a newly formed entity or joint venture, you may provide past performance information for predecessor companies or joint venture partners. Clearly identify the relationship.

Note: The Government may contact references not provided by the offeror and may use other sources of past performance information, including CPARS and other government databases.

**Evaluation**

The Government will award an IDIQ contract resulting from this solicitation to the responsible Offeror whose quotation conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors will be used to evaluate quotations:

1. Technical Capability and Past Performance
2. Price

The Government intends to utilize streamlined evaluation techniques under FAR 12.201-1 Simplified Procedures for Commercial Services to promote efficiency.

The Government will conduct a pre-screening of all quotations under **Phase 1**: **Compliance Review**.
**Phase 1 (Compliance Review)** is a threshold determination conducted on a **pass/fail basis only**. No qualitative assessment of technical merit, past performance, or price reasonableness will occur during Phase 1. Quotations will be reviewed solely to determine that all required items, volumes, and information have been provided as required by this solicitation.

Quotations that do not pass the Compliance Review will not proceed to the comparative evaluation under Phase 2.

The source selection will be conducted using the comparative evaluation method, as authorized under FAR 12.203. Comparative evaluation entails a direct comparison of two or more quotations on an item-by-item basis to determine which offers the best value to the Government. Evaluation criteria will include technical capability, past performance, and price, as specified in this solicitation.

This is not a Lowest Price Technically Acceptable (LPTA) source selection. However, the Government may award to the lowest-priced quotation if it is determined to offer the best overall value based on the evaluation criteria.

Technical Capability and Past Performance when combined, are significantly more important than Price. The Government may award to a quoter whose quotation offers a superior technical and past performance solution, even if that quotation is not the lowest-priced, provided the additional cost represents value to the Government.

Technical Capability and Past Performance are approximately equal in importance to each other.

(b) *Options*. The Government will evaluate quotations for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. The evaluation of options does not obligate the Government to exercise the option(s).

**BASIS FOR AWARD**

| **Evaluation Process and Factors** |
| --- |
| **Phase 1**: **Compliance Review (Pass/Fail)**<br>1. Submission of a complete quotation that includes all required information identified in the solicitation, as listed in Volume I and Volume II; this review will include the submission of complete pricing for all CLINs across all periods of performance (Base Year, Option Year 1, Option Year 2), with the exception of CLINs designated "if applicable".<br>2. Completed *Attachment 3 – Representations & Certifications*;<br>3. To demonstrate eligibility, offerors must include **proof of active SAM registration** with their quotation.<br><br>After the compliance review, offers that do not meet the solicitation's basic submission requirements or fail mandatory representations/certifications will be excluded from further consideration. Remaining offers will proceed to comparative evaluation based on technical capability, past performance, and price. |

**Phase 2:**
Comparative Evaluation: Overall technical evaluation will be comparative among all Phase 2 offers and may support selection of a technically superior solution, even if priced higher. Comparative assessment may be used as a discriminator to support selection of a technically or commercially superior offer, where justified.

1**) Technical Capability**

- Technical capability will be evaluated to determine the degree to which the offeror's proposed solution meets the solicitation requirements and provides value to the Government. The successful offeror will present a complete offer that respond to all the requirements listed under Volume II – Technical Quotation. It will include a review and evaluation of each element of the Technical proposal identified in the Volume II, and in particular it will evaluate Organizational Capability, Key Personnel and Staffing, Technical Approach and Management Plan, Certification and Data on Contractor's Recruitment of TCNs.
- Emphasis will be on the quality, feasibility, and strength of the proposed solution, and whether the quotation offers any comparative technical advantages over other offers.

**2) Past Performance**

- Past performance will be considered to assess the offeror's demonstrated ability to successfully perform relevant commercial or government contracts.
- Evaluation will focus on quality of services performed, timeliness of performance, customer satisfaction, and record of compliance with contractual requirements.
- If past performance information is not available or limited, the offeror's past performance will be rated as "Unknown." A rating of "Unknown" will not automatically disqualify an offer but may be treated as neutral in comparative assessments.

**Price:**

- Price will be evaluated primarily for reasonableness relative to the scope of commercial services being acquired. Price reasonableness will be assessed using the Independent Government Cost Estimate (IGCE) and through competition.

- For evaluation purposes, the CR Travel CLINs will be evaluated at the Government's stated NTE ceiling amount ($22,000.00 per contract year; $66,000.00 total). Since all quoters will be evaluated at the same travel ceiling amount, the CR Travel CLINs will not be a discriminator among quotations. Price evaluation will focus on the FFP and LH CLIN pricing proposed by each quoter.

**Responsibility Determination:**
The Government will determine contractor responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

a. adequate financial resources or the ability to obtain them;
b. ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
c. satisfactory record of integrity and business ethics;
d. necessary organization, experience, and skills or the ability to obtain them;
e. necessary equipment and facilities or the ability to obtain them; and
f. otherwise qualified and eligible to receive an award under applicable laws and regulations.

## VII. Contract Clauses

See *Attachment 2 – Schedule and Clauses* for the clauses that apply to the acquisition.

## VIII. Due Dates and Point of Contact

**Submission of Questions**
Any questions, comments, exceptions, or clarifications concerning any aspect of the solicitation shall be prepared in writing and submitted to Ms. Gallone at GalloneA@state.gov, and copy to MachenDD@state.gov, **no later than 12:00 Central European Summer Time (CEST) on July 08, 2026**. The email subject line must read "Questions 19GE5026Q0075." Late questions may not be considered.

**Submission of Offers**
Quotations shall be submitted as soon as possible but **no later than 10:00 Central European Summer Time (CEST) on July 16, 2026,** email at Gallonea@state.gov, and copy to MachenDD@state.gov. The email subject line must read "Quotation 19GE5026Q0075."

Offerors are advised to carefully review and follow all submission instructions to ensure consistency and compliance. Volume I and Volume II shall be submitted electronically as separate files, in formats compatible with Microsoft Word, Microsoft Excel, or Adobe PDF, as applicable. Each email submission must not exceed 45 MB in total size. Late submissions will not be considered. The Government will not be responsible for any failure to receive quotations due to excessive file size or incompatible file formats.

Offerors are encouraged to submit inquiries in writing via email. No phone calls will be accepted. All questions must be received no later than the date specified in the solicitation to ensure a timely response. All responsible sources may submit a quotation which will be considered by the agency.

*Failure to furnish and deliver all requested information in accordance with these instructions may result in exclusion from further consideration pursuant to FAR 52.212-1(a).*

## IX. Additional information

**List of Attachments**
Attachment 1 – Price Breakdown
Attachment 2 - Schedule and Clauses
Attachment 3 - Representations & Certifications
Attachment 4 - IRS FormW-14
Attachment 5 - Instructions for IRS Form W-14

**Applicable Laws and Regulations**
This solicitation and the ensuring award are subject to laws and regulations of the United States of America.

**END OF COMBINED SYNOPSIS/SOLICITATION**